



# Foreign Affairs Handbook

## 5 FAH-4 – Record Management Handbook

Transmittal Letter: RMH-4

Date: June 9, 2004

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### 5 FAH-4 H-700

## PROCESSING INFORMATION REQUESTS FROM THE GENERAL ACCOUNTING OFFICE

### MAJOR CHANGES

1. This subchapter has been completely revised. Subchapters 5 FAH-4 H-720 through 790 remain Unassigned. Because all of the content of the subchapters is new, no italics are used.

2. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

### FILING INSTRUCTIONS

1. Remove and destroy the text of the old 5 FAH-4 H-700, (as issued under TL:RMH-3, dated 06-15-2000; 20 pages total) and replace it with the attached revised subchapter H-700 (9 pages total).

2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:RMH-4, and initial.

### DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution

reduced (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, HST Room B934 202-736-7470, FAX 202-736-7472, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on all communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, at 202-261-8250.

**(IRM/APR/RG)**